# POLICY AND COMMUNICATIONS BULLETIN THE CLINICAL CENTER

# Medical Administrative Series

M78-3 (rev.) 14 February 1997

## MANUAL TRANSMITTAL SHEET

SUBJECT: Radiology Film Sign-Out Policy

- 1. <u>Explanation of Material Transmitted:</u> This issuance presents the policy for the release of radiology films to physicians and dentists participating in patient care. The policy was reviewed by the Medical Executive Committee on 21 January 1997 and approved with changes.
- 2. Material Superseded: MAS No. 78-3, dated 28 June 1978
- 3. Filing Instructions: Diagnostic Radiology Section

Remove: No. 78-3, dated 28 June 1978

Insert: No. M78-3 (rev.), dated 14 February 1997

### **DISTRIBUTION**

Physicians, Dentists and Other Practitioners Participating in Patient Care

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SUBJECT: Radiology Film Sign-Out Policy

### BACKGROUND AND PURPOSE

Patient care has been jeopardized by clinicians who remove inpatient films from the Radiology Department and do not return them promptly. There have also been instances of films and even entire patient files being lost.

#### **POLICY**

Radiology films from current cases may be released to physicians participating in patient care with the following conditions:

- 1. All films must be returned at the latest by 4:00 p.m. of the <u>next</u> working day.
- 2. Physicians who do not return the films shall be placed on review restriction for 30 days.
  - a. During this period, film review may be accomplished with the consultant in the Diagnostic Radiology Department (DRD); but the physician will NOT be allowed to take films out of the DRD.
  - b. The DRD shall be authorized to enforce this policy by declaring the restriction at the <u>first</u> delinquency (nonreturn at the next working day).
- 3. The DRD shall not be required to prepare notices before or after the restriction.

4. The DRD shall maintain a list of names of physicians on review restriction, and shall notify the physician on his next visit to the DRD of the restriction and the date the restriction will be lifted.

### **EXCEPTIONS**

At the discretion of the Chief, Diagnostic Radiology Department, special dispensations may be granted if requested <u>prior</u> to removing the film from the Department.